

THIS LETTER IS FOR INFORMATION ONLY TO ESC ITSP BPA HOLDERS

To: ESC ITSP User Functional Area Evaluators and Contracting Officers/Buyers

From: ESC/PK

Subject: ESC POLICY FOR PROPOSED INCREASES TO ITSP ORDERS

In the administration of Information Technology Services Program (ITSP) task orders, order awards are expected to result in the delivery of the number of labor hours proposed, evaluated by the Government's "best value" analysis team, and included in the task order(s). Further, the proposed/awarded labor hours are expected to be expended in a manner that will maintain support services coverage over the life of the designated performance period. There is a need to differentiate between proposed additional requirements which may be classified as "within scope" increases to the applicable task order, and those SPO requirements which would be more properly classified as "new work", thus subject to the ITSP competitive downselect/new order award process. If the program's schedule has accelerated due to mission changes, or additional "like" taskings need to be accomplished under your order's SOW, you MAY be able to substantiate "within scope" manhour/estimated dollar ceiling increases to your current support team's order(s). Conversely, you may have new taskings ("new work") not originally envisioned by the successful proposal or the subsequent award made (thus needing to be satisfied through a new competitive process).

All proposed modifications to ITSP orders which increase the quantity of labor hours or increase the estimated costs for labor must be reviewed by ESC/XPK prior to award (at the GSUs, review will be completed by the ITSP centralized management office). The file submitted for review must include rationale for such changes and a determination regarding whether the change is considered to be "within-scope" of the original order. Actions which are not found to be within scope must either be competed or supported by a Justification and Approval (**J&A**) in accordance with FAR Part 6. In the event that the SPO and XPK do not agree that a change is in-scope, the file will be submitted to ESC/JA for review and the matter will be elevated to the competition advocate, ESC/PK, for approval. The purpose of this policy is not to preclude any adjustments to existing orders but rather to ensure that the existing orders do not grow unreasonably without the benefit of competition. The ITSP program remains under a high degree of scrutiny by SAF/AQ and we can not afford to have abuses that limit our ability to use the program. **Please direct any questions to the ITSP Corporate Contracting Officer, Mr. Steven Linchey, ESC/XPK (781-377-8859).**

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